

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
July 2, 2002

HUMAN RESOURCE MEMORANDUM 8-02

TO: Agency Heads, Directors of Administrative Services, and Human Resource Representatives

SUBJECT: TEMPORARY LAYOFF DAYS FOR INSTITUTIONAL EMPLOYEES

The purpose of this memorandum is to outline temporary layoff requirements specific to institutional employees. The provisions of HR Memorandums 4-02, 6-02, and 7-02 remain in force unless otherwise amended by this memorandum.

Institutional employees who are otherwise scheduled to work on July 5 may be temporarily laid off on that day when operational needs permit and when additional overtime expenses will not be incurred.

Institutional employees who are required to work on July 5, or for whom July 5 is a regularly scheduled day off, must be scheduled for an alternative temporary layoff day prior to October 1, 2002.

It is important to emphasize that no paid leave may be substituted for temporary layoff. If an employee is already scheduled for vacation, sick leave, compensatory time, or personal leave for a scheduled temporary layoff day (including July 5), the time off must be changed to Special Pay 19, Temporary Layoff. [Reference HR Memorandum 4-02]

In the event that alternate temporary layoff days cannot be scheduled due to operational needs, or if alternate temporary layoff days cannot be scheduled without incurring additional overtime costs, supervisors may adjust employee vacation schedules by substituting a temporary layoff day for a day of vacation. When making such a substitution, supervisors should advise the employee as to which day will be treated as the alternate temporary layoff day.

Employees whose normal work day is greater than eight hours may choose one of the following two options: (1.) be scheduled for their entire day off as temporary layoff, or (2.) charge vacation or compensatory time off for the scheduled time greater than eight hours. [NOTE: Reverting to a 5 day, eight-hour workweek, provided in HR Memo 4-02, cannot be accommodated for institutional employees due to the staffing configurations and scheduling requirements of the institutions.]

Teachers will be scheduled for 3 days off and their pay will be reduced by 1/10th of their prorated biweekly pay for each of the three days off.

There is no intention to require employees to take more than 1/10th of their authorized biweekly position hours off for each temporary layoff day. In response to the fact that institutional work schedules vary greatly, alternative arrangements for taking three, eight-hour temporary layoff days may be available to capture the necessary savings. For example, an employee who is scheduled to work 12-hour shifts may be scheduled to take two, 12-hour days off to capture the full 24 hours of temporary layoff time. Supervisors may work with employees to determine reasonable alternative temporary layoff arrangements, subject to the operational needs of the institution and the need to capture the necessary savings.

S/ Donald A. Wills
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Bureau of Human Resources

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